

Pakistan Institute of Development Economics
Post Box 1091, Islamabad

SITUATION VACANT

Applications are invited for the post of Registrar on contractual basis. A lump sum pay package of shall be decided with mutual understanding on the following terms and conditions:

A. Qualification and Experience:

1. Master degree in Second Class/B-Grade from a HEC recognized university.
2. The candidate must have 17 years experience in BPS-17 and above, specially 5 years in BPS-19 in a responsible position in Government, Semi-Government teaching/research organization.

B. By Transfer

1. By transfer from the research/teaching/administrative staff equal to BPS-19 and above.
2. 17 years teaching or research or administrative experience specially 5 years in BPS-19.

C. Responsibilities:

1. The Registrar shall be a full-time officer of the Institute and shall:
 - a. be the administrative head of the secretariat of the Institute and be responsible for the provision of secretariat support to the Authorities of the Institute;
 - b. be the custodian of the common seal and the academic records of the Institute;
 - c. maintain a register of registered graduates in the prescribed manner;
 - d. supervise the process of election, appointment or nomination of members to the various authorities and other bodies in the prescribed manner; and
 - e. perform such other duties as may be prescribed.
2. The term of office of the Registrar shall be for a period of four years.

D. Age: 45 – 55 years

Conditions

1. Application Form be submitted along with Pay Order/Demand Draft of Rs.2000.00 in favour of PIDE, Islamabad.
2. Applicants working in Government or Semi-Government Organizations / Autonomous Bodies should apply through proper channel. However, the Institute may entertain advance copies.
3. Applications that are incomplete or received after due date shall not be entertained. The applications must be accompanied by the certificates/degrees testimonials etc.
4. Only short listed candidates shall be called for test/interview.
5. The Institute reserves the right not to fill/withhold the appointment against advertised post or to accept/reject any application without assigning reason.
6. The applications on Prescribed Form may reach the undersigned within 3 weeks of the advertisement.

(Muhammad Hussain)
Acting Registrar
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